Further Information

<table>
<thead>
<tr>
<th>Job title</th>
<th>Project Manager (Part Time, Fixed Term)</th>
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<tbody>
<tr>
<td>Grade</td>
<td>6</td>
</tr>
<tr>
<td>Salary range</td>
<td>£28,660 - £34,189 (pro rata)</td>
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<tr>
<td>Staff Group</td>
<td>Academic-Related</td>
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<tr>
<td>Portfolio</td>
<td>Graduate Programmes</td>
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<tr>
<td>Department / Institution</td>
<td>University of Cambridge Institute for Sustainability Leadership</td>
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Role Summary

We are seeking a highly motivated individual with the passion to play a key project management role in our work within the Graduate Programmes Team.

The University of Cambridge Institute for Sustainability Leadership (CISL) is a globally influential institute, within the University of Cambridge, developing leadership and solutions for a sustainable economy. For over 30 years, CISL has worked at the interface between academia and the private sector towards our mission. This Institute runs leadership development courses, strategic dialogues and other services for executives from private, public and not-for-profit organisations around the world. These learning services are designed to provide expertise and to share knowledge and experience, in order to develop creative responses to sustainability challenges.

We operate from offices in Cambridge, Brussels and Cape Town and we deliver projects on the ground in Europe, Africa, North and South America, Asia and Australia. CISL has a leadership network with more than 8,000 alumni from leading international organisations.

This exciting role within the Graduate Programmes team is an opportunity for an energetic, dynamic Project Manager to contribute to some of CISL’s highest profile projects. The Graduate Programmes Team runs CISL’s suite of Master’s-level programmes designed to build the capacity of professionals to bring about positive change for sustainability within their organisations. We currently offer five graduate-level programmes: a Master of Studies in Sustainability Leadership, a Master of Studies in Interdisciplinary Design for the Built Environment, a Postgraduate Diploma in Sustainable Business, a Postgraduate Certificate in Sustainable Business and a Postgraduate Certificate in Interdisciplinary Design for the Built Environment. We plan to extend this portfolio by adding additional programmes.

Project Managers in this team provide project support to the Director of Graduate Programmes and Programme Managers who are responsible for our part-time courses.

The role will ensure that assigned programmes, projects and events are managed to a consistent standard of excellence, including the management of the project team and development of external relationships.

Applicants must be committed to the values that underpin CISL’s work and will be expected to demonstrate the following essential skills and experience:

- Experience of working in a fast paced pressured environment as part of a project team.
- Proven ability to manage fast-paced flexible teams.
• Excellent relationship skills and a proven ability to build, grow, and maintain relationships with part-time students, Faculty, guest speakers and key University contacts.

• Excellent written and oral communication skills, highly proficient in spoken and written English.

• Understanding of project management techniques.

• High level of competence across standard software packages.

Key Responsibilities

This section details, but is not an exhaustive list, of the specific activities or obligations for which we require and hold the role accountable for.

Project Management and delivery

• Manages a range of projects; produces for review and implements detailed project plans within budget and on time. Co-ordinates a range of projects underway at any one time to maximise synergies between projects, review progress against targets, propose amendments and revisions to strategies as appropriate.

• Co-ordinates a project team to develop and deliver each project, ensuring that the project team are kept informed of project progress and responds to and advises the team of any emerging risks. Supports junior members of the project team.

• Ensures appropriate administrative systems and the Client Relationship Management (CRM) system are in use and maintained appropriately by the project team.

• Liaises with key stakeholders and prepares approaches to contributors and students. Convenes meetings, facilitates high level information flow on key variables such as costs, contractual arrangements and deals diplomatically with any conflicting issues that may arise. Responsible for liaising with speaker, venues and students.

• Manages events, including preparation for events and seamless on-the-ground delivery. This includes on site risk assessment, liaison with the project team, stakeholders and students and overseeing design and production of event programme and materials for events. Manages post event procedures (evaluation, payments, etc.).

• Writes and formats briefing documents, speaker invitations, minutes’ from meetings, reports and summaries for approval by Programme Manager/Director.

Student Admissions and Course Management

• Responsible for overseeing the admissions and registration process for the course being project managed. This includes working closely with various University stakeholders.

• Management of the Virtual Learning Environment including usage permissions, all materials available on this site, copyright notifications and regular student updates.

• Managing the marking process, which includes recording submissions, liaison with the markers, updating mark books, dealing with extension requests and third marking.

• Coordination, production of materials and attendance at the Examiners Meeting.

• Undertakes tasks associated with the approval of students for the Award.

• Ad hoc tasks associated with the smooth running of the part-time graduate programme.
External Relations

- Responds to internal and external requests for information regarding graduate programmes.
- Assists other team members in the implementation of the Graduate Programmes Marketing Plan.
- Contributes to initiating, developing and deepening new and existing relationships/contacts; in writing, by telephone and face to face, representing CISL and its values to these contacts.
- Responsible for co-ordinating, and managing, a number of key relationships with University departments, Colleges, Faculty, speakers and students. Also responsible for supervising junior team members in their co-ordination of specific relationships.
- Main point of contact for CISL part-time students enrolled on the programme being managed.

Financial Management

- Manages and monitors budgets of assigned projects, including attending and contributing to formal budget review meetings.
- Manages contractual and payment processes for contributors and contractors. Ensures accurate and timely invoicing of students.
- Contributes to financial planning of projects and drafts budgets for review by more senior staff.
- Assists more junior staff to understand the financial parameters of the projects they are working on and arranges budget training as required.

Line and Supervisory Management

- Is responsible for the supervision of work of junior members of the project team, including carrying out training as necessary and assisting senior staff to assess and monitor resource requirements for project teams.
- May be responsible for line managing a junior member of staff. Undertaking a full range of line management responsibilities; including but not limited to conducting regular meetings to discuss workload, successes and identifying and overcoming problems, performance reviews, identifying development/ learning opportunities. Works with own line manager to update them on staff performance advising on key issues or concerns.

Systems, Procedures and Processes

- Complies with, contributes to the development of, and implements management, financial, academic and operational quality control systems and procedures as appropriate.
- Ensures that more junior members of the team are aware of and trained in these procedures.
- Complies with CISL, University and local H&S regulations and Policy, and Environmental regulations and policy.
## Person Profile

This section details the knowledge, skills and experience we require for the role.

### Education & qualifications

- Relevant degree level qualification or equivalent professional experience.

### Relevant knowledge and experience

- Demonstrable project management experience, with a track record of delivering high impact projects, and the application of processes, tools and techniques to project activities.
- Experience of financial management in relations to projects, including drawing up and monitoring budgets and re-forecasting.
- Experience of working with part–time students (desirable).
- Understanding and experience of the business sector (desirable).
- Understanding of sustainability issues and how they affect leadership in a business context.
- Experience of working in a fast-paced pressured environment as part of a project team.
- Experience of event management.

### Interpersonal & communication skills

- Understanding of project management terminology.
- Excellent written and verbal communication skills with the ability to deliver work without grammar, punctuation or spelling mistakes.
- Ability to produce documents to a professional standard.
- Excellent planning and organisational skills.
- Excellent interpersonal skills with ability to build effective relationships with internal and external stakeholders at all levels.
- Working knowledge of communication platforms and project management software, Client Management Databases and standard software packages e.g. Word, Excel, PowerPoint, and Outlook.
- Good team working skills, potential to coach/train others in systems and procedures.
- Ability to work on own initiative and work within a small team often under time pressure, to manage competing priorities and to manage others in this context.

### Additional requirements

- A demonstrable interest in Sustainability and committed to the values that underpin CISL’s work.
- Experience line managing a junior staff member (desirable).
**Terms and Conditions**

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<tr>
<th><strong>Location</strong></th>
<th>CISL Cambridge, 1 Trumpington Street, Cambridge, CB2 1QA, UK</th>
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<tbody>
<tr>
<td><strong>Working pattern</strong></td>
<td>3 days</td>
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<tr>
<td><strong>Hours of work</strong></td>
<td>22.5 hours per week</td>
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<tr>
<td><strong>Length of appointment</strong></td>
<td>Fixed term – 12 months</td>
</tr>
<tr>
<td><strong>Probation period</strong></td>
<td>3 months</td>
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| **Annual leave** | Full time employees are entitled to paid annual leave of 33 days, plus public holidays (pro rata for part time staff).  
3 days, exclusive of public holidays, must be taken during the period when CISL closes between Christmas and New Year. |
| **Pension eligibility** | You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme.  
For further information please visit: www.pensions.admin.cam.ac.uk/ |
| **Retirement age** | The University does not operate a retirement age for Unestablished Academic Related staff |

**Screening Check Requirements**

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the ‘Applying for a job’ section of the University’s Job Opportunities pages helpful (please see [http://www.jobs.cam.ac.uk/right/have/](http://www.jobs.cam.ac.uk/right/have/)).

**Application Process**

To submit an application for this vacancy, please click on the link in the ‘Apply online’ section of the advert published on the University’s Job Opportunities pages. This will route you to the University’s Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

If you have any questions about this vacancy or the application process, please contact the CISL Human Resources team at human.resources@cisl.cam.ac.uk

**General Information**

**The University of Cambridge Institute for Sustainability Leadership**

The University of Cambridge Institute for Sustainability Leadership (CISL) brings together business, government and academia to find solutions to critical sustainability challenges. Capitalising on the excellent, multidisciplinary strengths of the University of Cambridge, CISL deepens leaders’ insight and understanding through its executive programmes; builds deep, strategic engagement with leadership companies; and creates opportunities for collaborative enquiry and action through its business platforms and groups.
Over 25 years, we have developed a leadership network with more than 7,000 alumni from leading global organisations and an expert team of Fellows, Senior Associates and staff. HRH The Prince of Wales is the Royal Founding Patron of CISL and has inspired and supported many of our initiatives.

Our aim is to help influential individuals, major organisations and whole sectors work more effectively and strategically to address critical sustainability challenges and achieve paradigm shifts. Across complex and connected issues, we help leaders to develop strategies that reconcile profitability and sustainability and to work collaboratively with their peers to not only develop solutions to shared challenges but also catalyse real systems change.

The University of Cambridge

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country’s highest concentrations of internationally important collections.

The University has an annual income of £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £400 million per annum and continues to grow. The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources in both widening access and financial support.

The 31 Colleges are self-governing, separate legal entities that appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching. The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

The University’s estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany’s Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University’s make-up.

There is much more information about the University at [http://www.cam.ac.uk/univ/works/index.html](http://www.cam.ac.uk/univ/works/index.html) that we hope you will find helpful.

What the University can offer you

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work. The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.
CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are available, helping employees to save money whilst also supporting local Cambridge businesses. CAMbens Cars and CAMbens Cycle to Work salary sacrifice schemes are also available, which enable employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University of Cambridge.

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees’ work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care. In addition, our Ofsted rated ‘outstanding’ workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people.

Your wellbeing

The University’s Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose.

The University also hosts the Cambridge Science Festival and Cambridge Festival of Ideas, as well as Open Cambridge weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to donate to charity.

Relocating to Cambridge

The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website www.nwcambridge.co.uk

Equality & diversity

The University has a vibrant and varied community. We support and encourage under-represented groups and we value diversity. We welcome applications from individuals with disabilities. Our recruitment and selection procedures follow best practice. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: http://www.equality.admin.cam.ac.uk/
Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.

Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women’s Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carer’s schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

Information if you have a Disability

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at http://www.admin.cam.ac.uk/offices/hr/staff/disabled/.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time. If you prefer to discuss any special arrangements connected with a disability, please contact the CISL Human Resource, who are responsible for recruitment to this position, on +44 12237 68814 or by email on human.resources@cisl.cam.ac.uk.